



This procedural guide provides an overview of the North Dakota Apprenticeship Program for employers. This document outlines how to develop a registered apprenticeship program with support resources from the state of North Dakota.

What is an apprenticeship?

An apprenticeship is a formal, on-the-job training program that typically has five components:

1. Employer involvement
2. On-the-job training
3. Related instruction
4. Work experience and skills development
5. Award of a college credit or nationally recognized industry credential

Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.

Benefits of Apprenticeship

For the Worker

- Earn while they learn, receiving a paycheck from day one
- Hands-on career training
- Potential to earn college credit while working
- Career advancement
- Industry recognized credential

For the Business

- An ongoing supply of skilled workforce, trained to fit your needs and work environment
- Incentive to attract quality workers
- Reduced turnover rates
- Higher productivity
- More diverse workforce
- Federal and state programs providing financial assistance may be available

For North Dakota's Workforce System

- Job seekers can enter workforce quicker
- Apprenticeship connects industry with education

Apprenticeships aren't just electricians and boilermakers. You'll find apprenticeship programs in a wide variety of industries. North Dakota has identified manufacturing, energy, information technology and healthcare as prime industries for apprenticeship programs. Apprenticeship is an effective solution in any occupation that involves progressive attainment of manual, mechanical or technical skills, and knowledge which meets industry standards for that occupation.

There are five key components to all apprenticeships:



BUSINESS INVOLVEMENT

Employers are the foundation



STRUCTURED ON THE JOB TRAINING

Training from an experienced mentor



RELATED INSTRUCTION

Technical education at a community college, online or at the job site



REWARDS FOR SKILL GAINS

Structured increases in wages for gaining higher level skills



INDUSTRY RECOGNIZED CREDENTIAL

Nationally industry recognized credential guarantees the apprentice is fully qualified for the job or degree

A business will need to keep costs in consideration as they seek to implement an apprenticeship program.

Employer Resources

Outside of the apprentice's wages and benefits, other costs may include staff time to set up and manage the apprenticeship program and its curriculum, apprentice recruitment, mentorship time, equipment, and possibly tuition and classroom materials. However, financial resources may be available to employers:

Credential Funding

Funding to pay for industry recognized credentials

Operation Intern

Matching funds for new apprenticeship wages

Boot Camps

Accelerated, intense training to skill up individuals to prepare them for apprenticeships

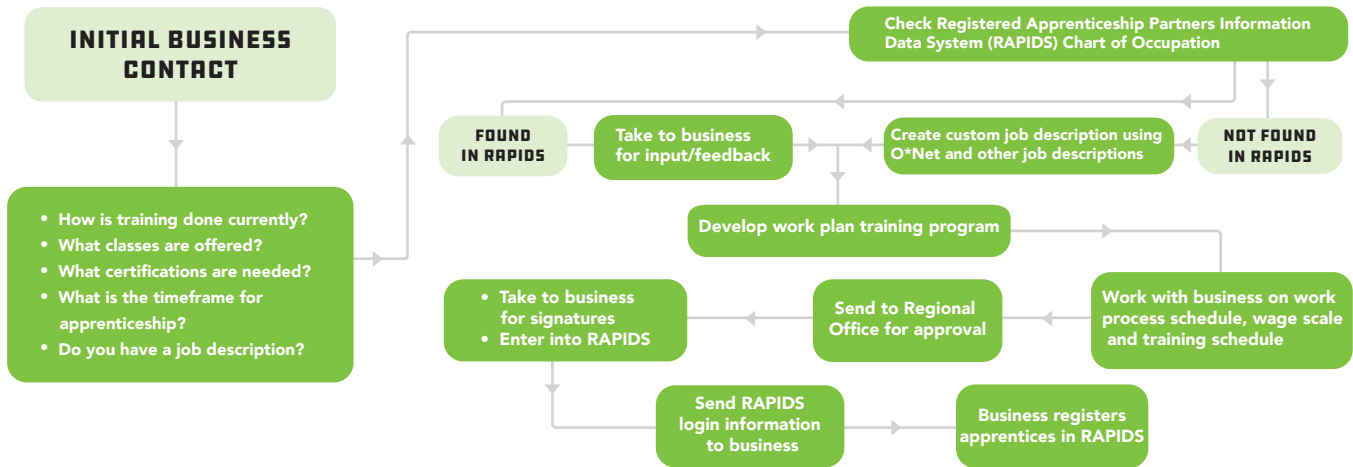
U.S. Department of Veteran Affairs

Funding available in support of veteran apprenticeship programs.

Funds from the federal Workforce Innovation & Opportunity Act (WIOA) may be used to support apprenticeship programs.

> jobsnd.com/individuals/training

How an Apprenticeship Program is Established



How To Get Started

1. Conduct a brief company assessment.

- Jobs for which it is difficult to find workers with the right skills?
- Positions with high turnover?
- Occupations where a highly skilled workforce is retiring soon?
- Challenges helping workers keep pace with continuing industry advances?
- Positions requiring skills that can be learned on the job?
- Difficulty in attracting new and more diverse talent pools?

If you answered yes to a majority of these questions, you may be an excellent fit for an apprenticeship program.

2. Conduct assessment on the specific occupation.

- How is the training done currently?
- What classes are offered?
- What certifications are needed or desired?
- What is the timeframe for the apprenticeship?
- Is there a job description?
- What is the wage schedule of the occupation?

3. Contact the North Dakota Apprenticeship Program Coordinator.

The Apprenticeship Program Coordinator will assist the employer to explore financial resources that may be available for apprenticeship program development and help navigate through the program development process.



To get started, contact Apprenticeship Program Coordinator Barry Dutton at 701-250-4700 or dutton.barry@dol.gov.

NDApprenticeship.com